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[REDACTED]

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REGULATION

PERSONNEL

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PROMOTION

Rescissions: (1) CIA Regulation [REDACTED]
(2) CIA Regulation [REDACTED] (1) and (3)

25X1

CONTENTS

- | | |
|---------------------|-----------------|
| 1. General | 5. Requirements |
| 2. Policy | 6. Procedure |
| 3. Definitions | 7. Exceptions |
| 4. Responsibilities | |

1. GENERAL

This Regulation states policies and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17 or 18, or to the promotion of employees compensated in accordance with Wage Board, CPC, or Negotiated Wage Schedules.

2. POLICY

- a. The promotion of Agency employees will be based on consideration of their qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

SECRET

SECRET

REGULATION

PERSONNEL

25X1

- (1) Employees who have completed the minimum Agency experience requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.
- (2) Promotions will be limited to one grade except where double-grade stages have been established as the normal progression within the grade range GS-5 through GS-11.

3. DEFINITIONS

a. OPERATING OFFICIALS

Operating Officials as used herein include the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Director of Training, the Assistant Directors for Communications and Personnel.

b. HEADS OF CAREER SERVICES

Heads of Career Services as used herein refers to those officials who are so designated in Regulation

25X1

4. RESPONSIBILITIES

a. SUPERVISORS

Supervisors at all levels are responsible for considering the promotion of employees under their jurisdiction and for making recommendations to Operating Officials concerning the promotion of individual employees according to the provisions of this Regulation.

SECRET

REGULATION

PERSONNEL

25X1

b. OPERATING OFFICIALS

- (1) Operating Officials will review and recommend promotion actions to the Assistant Director for Personnel after obtaining the concurrence of the head of the employee's career service where such career service does not correspond with the operating component. When such concurrence is not given, however, the promotion action will be forwarded to the Assistant Director for Personnel for his information and retention in the official file of the individual.
- (2) The fact that a promotion action is recommended constitutes a certification by the operating official and/or the head of the career service involved that the individual is considered to be the best qualified of those within the zone of consideration.

c. HEADS OF CAREER SERVICES

The head of each career service or his duly appointed designee is responsible for insuring, in coordination with Operating Officials, that all employees of that Career Service are considered for promotion in accordance with the provisions of this Regulation.

d. THE ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel is responsible for:

- (1) Insuring compliance with this regulation by continuous evaluation of the Agency's promotion program,

REGULATION

PERSONNEL

25X1

- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this Regulation,
- (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this Regulation.
- (4) Recording and disseminating the qualification requirements of all Agency positions to be used as the basis for reviewing promotion requests.

5. PROMOTION REQUIREMENTS

a. AGENCY EXPERIENCE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below.

<u>Current Grade</u>	<u>Months of CIA Experience</u>
GS-1 through 6	6
GS-7 through 11	12
GS-12 and 13	18
GS-14	24

The Office of Personnel will furnish the head of each career service a monthly listing of all members of the career service who have entered the zone of consideration.

b. EXISTENCE OF A SUITABLE POSITION

Formal action requesting the Assistant Director for Personnel to promote an employee will be initiated only when a position of higher grade is available through:

- (1) The existence of a vacancy in an established T/O position,
- (2) The establishment of a new T/O position,
- (3) The reclassification of the employee's current position in

SECRET

REGULATION

PERSONNEL

c. QUALIFICATIONS AND DEMONSTRATED ABILITY

An employee must be fully qualified to perform the duties of the position to which his promotion is recommended. Promotions will be based on the employee's qualifications or demonstrated ability to perform work of a higher grade. When an employee is being considered for promotion to a position covered by a position standard published in Handbook [] the qualification requirements contained therein will be used as a basis for evaluating his qualifications.

6. PROCEDURES

Promotion recommendations will be prepared on Standard Form 52, "Request for Personnel Action", in accordance with the instructions in Handbook []

7. EXCEPTIONS

Any exceptions to the policies, requirements or procedures in this Regulation will be requested of the Assistant Director for Personnel in a memorandum of justification attached to Standard Form 52. If the exception involves promotion to grades GS-14 or 15, the Standard Form 52 and the attached memorandum will be routed to the Assistant Director for Personnel through the appropriate Deputy Director, his designee or his Senior Career Service Board, for his indorsement. The Assistant Director for Personnel will finally approve or disapprove recommendations for exception, subject to the review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that:

-5-

SECRET

SECRET

REGULATION

PERSONNEL

- a. An employee was initially employed at a grade below that for which he was qualified; or
- b. An individual is properly qualified for promotion based partly on his experience prior to his entry on duty; or
- c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

SECRET